



# **Rio Arriba County Detention Center (RACDC) POLICY 088 INMATE MAIL**

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Inmates of the Rio Arriba County Facility are permitted to receive and send mail in accordance with State and Federal guidelines.

## **Procedure:**

1. Personnel of the Rio Arriba County Detention Facility shall not hold, censor, or read in coming mail unless there is reasonable evidence that such correspondence poses at threat to the safety and security of the facility, public officials, or the general public.
2. All mail coming from other detention or correctional facilities or mail having gang writings will be screened by administration.
3. All mail will be picked up daily from the post office and outgoing mail will be delivered on a daily basis excluding weekends and holidays.
4. At no time shall a detention officer deliver a letter or package for an inmate as a favor.
5. At no time shall mail be sent out without the proper postage. Indigent inmates shall be allowed to mail out two letters daily.

## **Incoming Mail**

1. After administration screens mail the shift supervisor shall distribute the mail to the inmates.
2. Legal mail shall be opened in front of the inmate and the pages shall be shaken to check for contraband.
3. Detention staff shall inspect all packages and mail for contraband.
4. Any nude pictures or pornography shall be confiscated.
5. Any money received in form of a money order shall be given to the inmate for signature and then turned into the facility safe. The Officer shall give the inmate a receipt for the money.
6. No large packages shall be permitted and shall be returned to sender at the post office.



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## **Out Going Mail**

1. The Rio Arriba County detention staff shall collect mail from inmate and deliver it to administration where it will be transported to the post office for mailing.
2. The facility secretary shall check mail for indigent inmates.
3. All outgoing mail shall be inspected by the facility secretary to sure that it is sealed, properly addressed, and has sufficient postage on it.
4. All outgoing mail shall have the inmate name on the return address.

## **Privileged Mail**

1. The inmate shall be present when it is necessary for the facility staff to open any privileged mail. Privileged mail consists of mail to attorneys, legal assistance agencies, courts, and public officials. The facility staff shall not read or sensor privileged mail in a search for contraband.